

DD/A Register
00-2453X

DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP

Date

12 OCT 88

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF LOGISTICS

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clear

FROM: (Name, org. symbol, Age)

Room No.—Bldg.

HENRY P. MAHONEY, ADDA

Phone No.

5041-102

★ U.S. Government Printing Office: 1987-181-246/60000

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

60-2

ALM 3-AP



General Services Administration

National Capital Region

Washington, DC 20407



OCT 1 1988

DD/A Registry

88-2153X

MEMORANDUM TO NATIONAL CAPITAL REGION

CLIENT AGENCIES

FROM:

Richard M. Hadsell
RICHARD M. HADSELL

REGIONAL ADMINISTRATOR (WA)

SUBJECT:

Delegations of authority for one-time alterations
Projects up to \$250,000.

The Commissioner of the Public Buildings Service has announced a change in policy regarding delegations of authority for one-time alterations projects up to \$250,000.

Effective October 1, 1988, agencies may request a delegation of authority for one-time alterations estimated to cost up to \$250,000. These requirements should be sent to Paul Chistolini, Assistant Regional Administrator for Real Estate and Development in the National Capital Region (NCR). The delegations of authority will be granted by the Regional Administrator.

The Repair and Alteration Division will be responsible for collecting the necessary information and analyzing the agency's request.

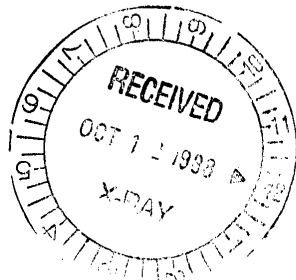
You should note that delegations for one-time alterations are solely to promote efficiency and economy of operations and will not be granted for convenience. So that we may evaluate your requests for one-time alterations, requests should be accompanied by a justification as to why the agency and not the General Services Administration should do the work. The justification should contain a statement on the scope of the project, the agency's required completion date, the impact if the delegation is not approved, and the economies/efficiencies that will be achieved by approving the delegation.

Any questions concerning the one-time delegations should be directed to David E. Hoy, Director, Repair and Alteration Division on 472-1472.

General Services Administration

Corres. Symbol WGT
Washington, DC 20407

Official Business
Penalty for Private Use \$300



Postage and Fees Paid
U.S. General Services
Administration
GSA-361

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505